



<https://onionlakehealth.org/careers/fleet-asset-maintenance-coordinator/>

Fleet & Asset Maintenance Coordinator

Description

The Fleet and Asset Maintenance Coordinator will be responsible for the procurement, servicing, operation, maintenance, documentation and repair of vehicles and outdoor assets. They will coordinate the daily use of the fleet and assets for authorized work purposes and will maintain a replacement proposal list (including timeline and budget) for all fleet and assets stored by Onion Lake Healing & Wellness (in consultation with the Healing & Wellness management team). Using cost effective asset management and maintenance strategies, they will maximize fleet and asset performance, while maintaining the safety and reliability of the fleet and assets. The coordinator must be able to analyze, troubleshoot, dismantle, align, assemble, and adjust mechanical equipment and machinery to maintain it in efficient operating condition (within the scope of work not requiring a registered mechanic).

Responsibilities

- Assist in the planning, organization and direction of the functions and activities related to the procurement, servicing, operation, maintenance and repair of fleet vehicles, outdoor assets and other equipment used by Community Healing & Wellness.
- Participate in the preparation and maintenance of a variety of records and files related to vehicles, maintenance, repairs, mileage, and depreciation.
- Ensure the cleanliness and maintenance of the storage facility through inspections and ensure policies are adhered to.
- Coordinate the work of service personnel in the repair and maintenance of fleet vehicles.
- Assure vehicle-related functions and activities comply with established laws, codes, rules, regulations, policies, and procedures.
- Enforcement of fleet administration standards and vehicle operating policies.
- Monitor, evaluate and determine priority of vehicle maintenance, servicing, and repair projects.
- Direct off-site maintenance, repair, and recovery functions for roadside vehicle malfunctions.
- Assist with the processing of insurance claims involving fleet vehicles.
- Perform highly diversified duties to maintain all vehicles, outdoor assets and equipment purchased by Community Healing & Wellness.
- Provide emergency/unscheduled repairs and perform scheduled maintenance repairs on vehicles, outdoor assets, other equipment, and designated facilities.

Hiring organization

OLHBI

Employment Type

Full-time

Date posted

25/09/2026

- Provide vehicle troubleshooting and diagnostic repairs.

Qualifications

- High school diploma/GED Completion of a craft apprenticeship, or an equivalent number of years of education and Maintenance Coordination experience
- Completion of college/vocational or technical training desirable
- Experience with routine maintenance operations.
- Proven mechanical abilities in small engine repairs.
- Previous involvement in researching, comparing, and purchasing vehicles, equipment and supplies is desirable.
- Minimum 1 year experience in the operation and maintenance of buildings
- Ability to comprehend and communicate detailed instructions orally and in writing
- Strong communication and problem-solving skills
- Ability to multi-task and establish priorities
- Ability to follow through and complete overlapping projects.
- Exhibit initiative, responsibility, flexibility and leadership
- Ability to interpret and implement company policies and procedures
- Demonstrated ability to exercise necessary cost control measures
- Able to work well under pressure
- Strong attention to detail
- Ability to work independently in a busy environment.
- Meticulous records maintenance skills.
- First Aid skills and/or certificates are considered assets

Contacts

DEADLINE DATE: October 16, 2026

Only qualified applicants will be contacted for an interview.

Interested applicants, who meet the qualifications as listed above, must submit:

1. Cover letter
2. Current resume with dates specified
3. LIST of three current references with phone numbers
4. Vulnerable Sector Check/Clear Criminal Record Check
5. Drivers Abstract

Attention to:

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